



## **DIRECTIONS FOR COMPLETING REQUEST FOR CRIMINAL RECORD CHECK**

The Vermont Legislature permits the Commissioner of Education to seek criminal record checks through the FBI and other states where you may have resided or been employed previously, when you apply for initial licensure as a professional educator in Vermont. Pursuant to VSA, Title 16, Chapter 5, Subchapter 4, you will be asked to take the following steps with regard to criminal record background checks at the time you apply for initial licensure. The criminal record check must be completed before you can receive a license so it is important that you complete these steps promptly. Please allow at least a period of 12 weeks for processing of a FBI record check.

1. Complete the "Request for Criminal Record Check" form. Be sure to answer all questions completely. You must have the form notarized.
2. Complete the Applicant section of the Fingerprint Authorization Certificate and send it with a check for \$19.25 payable to the **Vermont Department of Public Safety**.
3. We will send the completed "Fingerprint Authorization Certificate" back to you. Bring it with you when you have your fingerprints taken.
4. Call your local police department or State Police barracks and find out the procedure for fingerprinting. (Some departments charge a nominal fee; some require an appointment.) **The fingerprinting agency MUST use the Vermont Livescan process or an FBI Applicant card, white with blue print, form number FD-258. Any other card used will be rejected.**
5. After you have your fingerprints taken, the agency that took them will send them along with the Fingerprint Authorization Certificate to: VCIC- Criminal Record Checks, 103 South Main St, Waterbury Vt, 05641.

### **Maintenance and Destruction Policy**

1. The Vermont Department of Education will provide applicants with an "Authorization to Release Criminal Record Check Information to the Vermont Department of Education" form.
2. An applicant has the right to challenge the accuracy of the record by appealing to the Vermont Criminal Information Center at:

State of Vermont Department of Public Safety Vermont Criminal Information Center  
103 South Main Street, Waterbury, VT 05671-2101 Phone: (802) 244-8727

3. The Department of Education will use criminal record information received from VCIC for the purpose intended by law and not disclose the contents of criminal record information without the applicant's permission to any person other than the applicant and properly designated employees of the Department who have a documented need to know the contents of the record.
4. The Department of Education will maintain a confidential log of all criminal history requests for three years.
5. At the end of the retention period, logs and requests for records will be destroyed.
6. The Department of Education's criminal history log and all records relating to requests for criminal records are available to the Vermont Criminal Information Center for audit at least once every two years.
7. Any request for criminal record information or dissemination of criminal history information which is inconsistent with VSA Title 16, Chapter 5, Subchapter 4 or VCIC regulations is a violation of state and federal law.